

## SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

**Classification Title** – Administrative Section Supervisor, 9614

**Date Posted** – 07 December 2012

**Pay Grade/Salary Range** – Grade 15, \$3,230.84(entry) - \$4,280.10(midpoint)

**Agency** – Military Affairs, Kentucky Logistics Operation Center Division

**Work Location** – Kentucky Logistics Operation Center, Lexington KY, Fayette County

**Agency Comments** – This position is an Unclassified, Non-Merit, Non P-1 position under KRS 36.040(1)(r).

**General Job Duties** – Supervises the daily operation activities for employees of the assigned work area at Kentucky Logistics Operation Center (KYLOC). Plans, organizes and supervise the work of employee in the assigned work area of KYLOC. Counsel's employees on work related problems, gives oral and written reprimands and recommends disciplinary actions consistent with department policies and procedures. Interprets and enforces department rules, regulations and policies. Responsible for the preparation, review accuracy and maintenance of sections records. Such as employee timesheets, stockage control levels and time and attendance of employees. Performs other duties as assigned.

**Minimum Requirements** – Education: Graduate of a college or university with a bachelor's degree. Experience: Must have four years of professional, administrative or business experience. Substitution Clause: Education: A master's degree in public or business administration or a related field will substitute for one year of the required experience. Experience: Additional administrative or research experience will substitute for the required education on a year-for-year basis.

**General Description of Benefits** – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

**How to Apply** – Contact Teresa Lee, HR Administrator, Department of Military Affairs at [teresa.lee2@us.army.mil](mailto:teresa.lee2@us.army.mil) or 502-607-1237.

**Application for Deadline** – 17 December 2012